

ACCOUNTABILITY UPDATES

Office of Educational Accountability

Accountability in 2017 Act 59 - College and Career Readiness Data

When the state budget ([2017 Act 59](#)) was passed in the fall, the legislature included new requirements for the Accountability Report Cards. Act 59 requires DPI to annually report the following college and career ready (CCR) data:

- the number and percentage of pupils attending a course through the Early College Credit Program
- The number and percentage of pupils participating in a Youth Apprenticeship;
- the number of community service hours provided by pupils;
- the number of Advanced Placement courses offered to, and earned by, pupils; and
- the number of pupils earning industry-recognized credentials.

Act 59 requires DPI to report on these indicators; but the law doesn't say that the indicators have to be factored into accountability scoring. In other words, these CCR metrics could be reported as supplemental information in the report cards. In some cases, the text of the law is specific – and limiting. For example, the dual-enrollment requirement specifically references the Early College Credit Program. DPI plans to collect data on all dual enrollment opportunities offered by districts, not just the Early College Credit Program. Taking a broader view of the work schools and districts do to ensure students are college and career ready is critical, and shapes the associated data collection efforts.

We've scoped out what is needed in order for DPI to collect the necessary data in preparation for the 2018-19 school year. (It is not possible to include these new metrics in the 2017-18 report cards.) Most of the data will be collected via the Roster system in WISEdata in 2018-19. Collecting community service hours will not be part of the Roster collection in 2018-19; the requirements for this piece haven't yet been built, and will take longer. Our office will be working through the details of these metrics, including how best to collect and report the data, and the inherent technical considerations of incorporating them into the report cards.

To that end, we've convened a [LEA Accountability Advisory Group](#) to help build a roadmap for what data to include, when, and how in the report cards. That includes tackling questions like whether something should be scored or just reported. The advisory group will help with that roadmap, which will then be shared broadly for feedback so the opportunity to have input isn't limited to those in the advisory group.

There is nothing for districts to do at this time. When we have implementation details worked out for the report card, we will communicate them – at a minimum – here and with our [Accountability Trainers](#). In the meantime, please feel free to contact us with any questions (oeamail@dpi.wi.gov).

~OEA

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

Office of Student Assessment

OSA Office Hours Webinar

Thanks for joining the OSA Office Hours webinar held on Thursday, March 15 from 9:30 a.m. - 10:30 a.m. Please visit the [DAC Resources & Trainings](#) webpage for the PowerPoint slides and the archived webinar.

Strategic Assessment - SmartTeach Pilot

Teachers piloting the SmartTeach application are already producing great ideas for improving the data tool. Two enhancement suggestions have been added to the application within the first few weeks. We look forward to the site visits at each school to watch the teachers interact with the application and conduct interviews. The feedback we receive from the teachers during and after the pilot will help the team plan the final enhancements for the SmartTeach application before it is released to the public in the fall.

For a sneak preview of the application, visit the demo site <http://bit.ly/SmartTeach>, or watch these four videos that outline the basic features of the application. Please note that this is all subject to change based on the pilot.

- [Logging into SmartTeach](#)
- [Marking Student Proficiency on Rubric](#)
- [Taking a Note on a Student Activity](#)
- [Viewing Student Notes](#)

Forward Exam

New:

Forward Testing Progress

Within the first 8 days of the test window, over 250 districts have started testing, and 14% of students in the state have completed their testing. The test window will remain open until May 4th.

2017-18 End of Testing Survey

DRC and DPI are seeking feedback from districts and schools about the 2018 Forward Exam Test Administration. [The 2017-18 End of Testing Survey](#) includes questions about district experiences with eDIRECT, INSIGHT, resources, DRC's Help Desk, and more. We estimate the survey will take approximately 10-15 minutes, and is intended to be completed by anyone who was involved in the testing process including: DACs, DTCs, SACs, STCs, and TAs. Ensure all staff have an opportunity to complete the survey by sharing the link as soon as you have completed testing in your school/district. Please help us improve your experience by completing this survey no later than May 25, 2018.

Reminders:

Before You Begin Testing -

- Review the [Prior to Testing Checklist](#). This checklist is a one page document that provides a high level list of steps that must be completed prior to testing.
- Refer to the manuals and guides posted on the [DPI Forward Exam Resources Web Page](#).
- Ensure you add all student accessibility features in eDIRECT prior to printing test tickets.
- Ensure all student keyboards are set to English prior to testing. See “how to” one-pager on the [Forward Exam Technology Requirements web page for instructions](#).

Test Setup Responsibilities in eDIRECT

DACs are responsible for assigning permissions in eDIRECT to their DTCs so they can make certain all devices are setup for testing. (**Technology Update** - DRC sent an email with a [technology update](#) to DTCs on Tuesday, March 20.) In addition, the following tasks must be completed in eDIRECT by a DAC or SAC: adding or editing demographic data, adding or editing accessibility features, entering not tested codes, requesting the transfer of students from district to district, creating or editing test sessions, and printing test tickets.

Test Administration Script

Ensure all Test Administrators/Proctors (TA) are reading the script verbatim to their students. The script is located in the Test Administration Manual and all TAs MUST have a copy (either hard copy or electronic) in order to read the script to the students before they start the test and during testing.

Reminders for your TAs

- Be aware, prior to the start of the test, which students have been assigned accessibility features and ensure those features are working before the student clicks the green “begin test” button. (step in the Script on page 29)
- If a feature is not working have the student exit the test (do not submit).

Unlocking or Purging a Student Test

Refer to pages 21-23 (and Appendix E and F) in the Managing Students and Testing in eDIRECT guide for information about when and how to unlock or purge a test. When contacting DPI to reopen a test or to have a test purged please have the following information available:

- Length of time the student was in the session.
- Number of items attempted in the session.
 - For information about how to find these details see directions on page 21 of the Managing Students and Testing in eDIRECT guide.
- Content area and session #
- Grade level
- Were any other sessions in the same content area started/completed?
- What exactly happened that caused the need for the reopen or purge?

DAC reminder email: TTS or Read Aloud Accommodation Change

Any district that has assigned the TTS or Read Aloud accommodation to a student, instead of the designated support, needs to confirm that the student meets all five criteria on the [Guidelines for Administration of the TTS/Read Aloud Accommodation for the Forward Exam](#) form.

The TTS or read aloud **accommodation** allows the student to listen to ELA test information displayed on the screen, including test directions, questions, answer choices, and **ELA reading passages**. This accommodation **may only be provided to a student with visual impairments who is not proficient in contracted Braille, whose need is documented in an IEP or 504 plan and has met all five criteria on the [Guidelines for Administration of the TTS/Read Aloud Accommodation for the Forward Exam form](#)**. Students who do not meet this criteria, but require TTS or read aloud, should use the designated support, including those with IEP or 504 plans. TTS/read aloud designated support allows the student to listen to test information displayed on the screen, including test directions, questions, and answer choices for all content areas (just not the ELA session 4 reading passages).

Forward Exam District Technology Coordinator (DTC) Q&A Sessions

The final DTC Q&A session was held on March 14, 2018. A recording of this session, as well as the recordings of the January and February DTC Q&A sessions and the DTC training webinars are posted on the [Forward Exam Technology Requirements webpage](#).

Dynamic Learning Maps (DLM)

NEW:

Download DLM data files from SAFE — deadline March 31

On April 1, DPI will archive the 2015 and 2016 DLM data files in SAFE. After this date, these files will not be accessible in SAFE. DACs should download 2015 and 2016 DLM data files from SAFE by March 31, 2017.

Reminder:

The Test Window is Now Open through May 4

DLM testing has started across the state and is off to a very good start. So far 15,217 testlets have been completed and more are done every day. Thank you for your hard work and monitoring to make this a successful year.

Rosters

It is important for district assessment coordinators to double check rosters and make sure that students correctly rostered. **Science testlets** should only be administered to students in grades **4, 8, 9, 10 and 11**. If you find that students are not rostered correctly please make adjustments in Educator Portal.

Test Tickets

Instructions on how to locate student test tickets and Testlet Information Pages can be found in the [Educator Portal User Guide](#) beginning on page 53. Please contact [Mike Peacy](#) if you have any questions about test tickets.

DLM Test Administration Monitoring

It is important for district assessment coordinators to monitor the completion of the DLM testlets. Those with the DTC role in Educator Portal are able to download a *DLM Test Administration Monitoring Report* in order to track the number of testlets required and completed. Directions on how to use the Report function can be found in the [Educator Portal User Guide](#) beginning on page 74.

Testlet Information Page (TIPS)

TIPs have now been relocated within KITE Educator Portal based upon educator feedback. In Spring 2018, the TIPs will be on the Test Management page where the tickets can be found, opposed to filtering down to a different page. Please note that test ticket and TIPS only appear once the test window opens and when the student has been properly enrolled/rostered.

Student Mobility During Window

Every year, students move during the spring assessment window. Several methods are available to move a student from one school to another. Once testing has begun, some methods are highly effective and some are not recommended. This DLM created [document](#), serves as a guide for these methods. Please contact [Mike Peacy](#) or the [DLM Helpdesk](#) for assistance if necessary.

Rater Forms

The Alternate Assessment Social Studies Rating Scale is designed to assess the educational performance of students with disabilities who cannot meaningfully take the general education assessment, even with accommodations. This assessment tool focuses on knowledge and skills that are aligned with the Wisconsin Model Academic Standards in social studies.

An individual or individuals who have first-hand knowledge of the student's IEP goals and objectives, educational curriculum, and knowledge and skills should complete this assessment tool. Students in grades 4, 8 and 10 must be assessed in social studies. If you have students in these grades, verify you have created rosters for social studies and teachers have completed the rater forms prior to opening the social studies testlet. The rater forms can also be found on the [Wisconsin DLM webpage](#) under "Scoring & Reporting."

Spring Assessment Resources

Materials Collections Lists have been posted on the Educator Resource Pages for [ELA](#), [Math](#) and [Science](#). These are lists of materials by subject and grade, including materials to use with alternate test forms for students with visual impairments. The lists contain materials commonly needed in testlets and materials that may be substituted unless the TIP specifically states that no substitutions are allowed. This gives test administrators more opportunity to prepare for the assessment before the testing window opens.

A [Writing Testlet FAQ](#) has also been updated for spring 2018 and added to the Educator Resource Pages. The DLM writing testlets assess a student's ability to communicate using writing and the precursor skills that lead to writing. The FAQ details how writing testlets are assessed in DLM testlets as well as how to prepare to administer a writing testlet as a test administrator.

Districts with Students Attending State Schools, Lakeland School of Walworth County, or Syble Hopp Elementary and Secondary School of Brown County

- With the transition to WISEdata, these schools are now responsible for all DLM enrollment uploads. Districts with students attending these schools, should work with these providers to ensure they have all of the relevant information for the DLM uploads.

Assessment Administration/Manual/Trainings

New video training sessions are available on the [DLM District Staff Training Resource Page](#). Select the desired training video (Technology Specification, Assessment Coordinator or Data Management) and complete the registration form at the end of the video. If this is done prior to the date of the Q&A session for the particular training, you will receive a link for the live Q&A event.

District Test Coordinator and Test Administrator Checklists

DPI has created a simple step-by-step checklist of all DLM DTC responsibilities. In addition, a Test Administrator Checklist is also available for teachers administering the DLM assessment. These are both available on the [DPI website](#).

School Assessment Type — Alternate (SATA)

In an effort to more accurately identify students anticipated to take the DLM alternate assessment under the new ESSA participation cap, we are asking districts to utilize the Student Characteristic SATA in WISEdata. The department began including additional validations around this indicator on October 12, 2017. All students taking the alternate assessment (DLM) must qualify as a student with the most significant cognitive disabilities as outlined below.

In Wisconsin, a student with the most significant cognitive disability:

- typically is characterized as functioning at least two and a half to three standard deviations below the mean in both adaptive behavior and cognitive functioning; **and**
- performs substantially below grade level expectations on the academic content standards for the grade in which they are enrolled, even with the use of adaptations and accommodations; **and**
- requires extensive, direct individualized instruction and substantial supports to achieve measurable gains, across all content areas and settings.

Only a student who meets these criteria and participates in the alternate academic achievement standards may take the alternate assessment.

ACT HIGH SCHOOL ASSESSMENTS

Reminders:

Download WorkKeys Certificates from SAFE — deadline March 31

On April 1, DPI will archive the 2015 and 2016 WorkKeys National Career Readiness Certificates (NCRCs) and WorkKeys data files in SAFE. After this date, these files will not be accessible in SAFE. DACs should download 2015 and 2016 NCRCs and WorkKeys data files from SAFE by March 31. NCRCs and WorkKeys data files from 2017 will remain in SAFE for now.

ACT with writing and WorkKeys

New:

Deadline to enter not tested codes: April 13

If students take the DLM or do not take ACT or WorkKeys for any other reason, please indicate the reason under State Use Question #1 in PearsonAccessnext. The deadline for entering these codes is April 13.

- [Instructions for Entering ACT Not Tested Codes](#)
- [Instructions for Entering WorkKeys Not Tested Codes](#)

Reminders:

Important Note Regarding Return of ACT Materials:

When preparing your materials for return to ACT, be sure to not cover the FedEx labels. If the FedEx labels are obstructed, there is a risk that FedEx will not pick up those boxes when they come to your school. When applying the colored ACT labels to the corresponding boxes, please place them on the sides of the box where there are no other labels.

ACT Score Delivery

ACT releases scores to students and schools 3-8 weeks after answer documents are returned. Here is the [ACT Score Reporting Schedule](#). ACT will send paper score reports to students' home addresses 3-8 weeks after answer documents are received at ACT. For the Feb 27 test date, answer documents were due to ACT by March 9, so students may start receiving score reports in early April. Schools will receive hard copies of student scores (in batches) during the same timeframe. About one week after the score report is received in the mail, students can log on to actstudent.org to see the score online. If there's any trouble with the account, please call ACT Student Services at (319) 337-1270. You can find report samples on the [ACT Data and Results](#) webpage.

Emergency Testing

A third test date is available for students to complete the ACT (April 3) and WorkKeys (April 4). The emergency accommodated testing window for ACT is April 3-9 (weekdays only). The emergency accommodated testing window for WorkKeys is April 4-10 (weekdays only). Reminder: students testing with different timing codes cannot test in the same room.

Deadline to Place Additional Orders for Emergency Testing: March 28

Students that will be testing on the emergency test dates of April 3 (ACT with writing) and April 4 (ACT WorkKeys) will need to have test materials ordered by March 21 to guarantee materials will arrive in time for a pretest session before April 3. **You can continue to place additional orders until March 28.** Materials from February or March ACT or WorkKeys test dates cannot be used for April test dates. Ordering instructions for the emergency test dates are in the PearsonAccessnext (PANext) User Guides. An emergency accommodations testing window is available for students with ACT-approved accommodations who have not completed testing yet. To place an order for ACT accommodations materials, call ACT. Place an order for WorkKeys accommodated materials in PANext.

Aspire Early High School

New:

Checklists

Assess your school's readiness for Aspire testing using the following checklists:

- [Checklist for Success](#)
- [Technical Readiness Checklist](#)

Tech Support

For Aspire technical support, please refer to the following resources or call the Aspire Help Desk at (855) 730-0400. The help desk is open Monday through Friday, 6:00 a.m. - 7:30 p.m.

- [Technology SetUp](#)
- [TestNav System Requirements](#)

- [Technical Readiness Manual](#)

Reminders:

Resources

Please review and share the following Aspire resources:

- [WI Aspire Administration Supplement](#)
- [Schedule of Events](#)
- [DPI Aspire Resources Webpage](#)

Aspire English Learner Supports

The following accessibility supports are available to EL students (in addition to the default embedded system tools and open access tools available to all users):

- 1) Translated test directions for all subjects
- 2) Word-to-word dictionaries for math, science, and writing sections.

Review the [Aspire English Learner Supports Webpage](#) and [Aspire Accessibility User's Guide](#) for details.

Student Transfers – please check your transfer request queue in the Aspire portal

- New school: The portal administrator at the new school initiates the transfer.
 - Hover over the Students tab and select Student Transfer Request.
 - Complete and submit all required information fields including the name of the previous school.
 - Contact the student's previous school to remind them to approve the transfer.
- Previous school: The portal administrator at the previous school reviews and approves the request.
 - Portal administrator at the previous school selects the Students tab on the top navigation bar in the Aspire portal, then selects the student request queue, and approves/rejects the transfer requests that are pending as soon as possible. This step must be completed to allow the new schools to establish test sessions for these students.
 - ***The previous school must also remove the transferring student from all test sessions.***
- For more details, see [Portal User Guide](#) p. 47 or the Transferring Students summative training video in the [Aspire TMS site](#).

Reading Readiness

Reading Readiness Reimbursement

- DACs should be in the process of submitting their reimbursement information to the Department. An initial email was sent from DPI Forms Management on March 13 with a follow-up reminder email sent on March 26 to districts that have not yet responded. The email contains instructions for how districts can submit their reimbursement requests for the 2017-18 school year. DACs who have not received their email or who have questions should contact Duane Dorn at duane.dorn@dpi.wi.gov or 608-267-1069.

Reading Readiness Results

- DPI will load 2017-18 PALS, MAP and STAR reading readiness results to WISEdash for Districts. Districts who had student data loaded for these screeners in 2016-17 will continue to

have their data loaded in 2017-18. Districts that did not previously sign a data release will need to do so in order to have their data uploaded into WISEdash. Information on data sharing agreements can be found at:

- PALS - <https://dpi.wi.gov/assessment/reading-readiness/FAQ#data>
- MAP - <https://dpi.wi.gov/wisedash/districts/about-data/map>
- Star - <https://dpi.wi.gov/wisedash/districts/about-data/star>

ACCESS for ELLs

Reminders:

- **Final Data and Reports: April 23**
- **Post-Reporting Data Validation: April 23 - May 7**

Research Opportunity

WIDA is currently looking for educators who can help lay a sound research foundation for the next generation Alternate ACCESS for ELLs. They are looking for educators who work with ELs with the most significant disabilities to provide data through two mechanisms.

First is an Individual Characteristics Questionnaire (ICQ). The ICQ is distributed as an [online survey](#) which takes 15-20 minutes to complete for each student. Any teacher working with this population of students is welcome to fill out an ICQ for as many individual students as they wish.

The second opportunity consists of brief interviews and observations with teachers of English learners with significant cognitive disabilities in ELA, math, or science to further develop their knowledge of how these students are included in instruction. If you are willing to participate or would like more information, please see the project website at altella.wceruw.org or contact Indira Ceylan, Alternate English Language Learning Assessment Project (ALTELLA), at (608) 890-4465 or iceylan@wisc.edu. Compensation for these interviews and observations may be available, depending on your district's policy.

DAC DIGEST DIGESTIBLES

Important Dates to Remember		
March	19: Test window opens	Forward/DLM
	19: Deadline to conduct pre-test session for students to complete the non-test information on the answer document - makeup testing.	ACT
	20: Makeup test date for ACT	ACT
	20-26: Makeup Accommodations Testing Window	ACT
	21: Makeup test date for WorkKeys	WorkKeys
	21-27 Makeup Accommodations Testing Window	WorkKeys
	21: Deadline to order materials for Emergency Test Dates	ACT/WorkKeys
	22-24: FedEx will pick up ACT and WorkKeys makeup date standard time materials for	ACT/WorkKeys

	return to ACT.	
	23: Deadline for accommodated materials to be received at ACT. Late arriving answer documents will not be scored.	ACT/WorkKeys
	28: Deadline to place Additional Orders for emergency test dates.	ACT/WorkKeys
	30: Deadline for standard time makeup testing materials to be received at ACT.	ACT/WorkKeys
	31: Deadline to download 2015 and 2016 WorkKeys data files and National Career Readiness Certificates before they are archived and no longer accessible in SAFE.	WorkKeys
	31: Deadline to download 2015 and 2016 DLM data files before they are archived and no longer accessible in SAFE.	DLM
April	2: Deadline to conduct pre-test session for students to complete the non-test information on the answer document - emergency testing.	ACT
	3: Emergency Test Date	ACT
	3-9: Emergency Accommodations Testing Window	ACT
	4: Emergency Test Date	WorkKeys
	4-10: Emergency Accommodations Testing Window	WorkKeys
	5: Deadline for accommodations makeup testing materials to be received at ACT	ACT/WorkKeys
	9: Aspire testing window opens	Aspire
	13: Deadline to enter not tested codes in PearsonAccessnext	ACT/WorkKeys
	23: Data Download and ISRs Available	ACCESS
	23-May 7: Post-Reporting Data Validation	ACCESS
May	4: Forward and DLM Testing Window Closes	Forward/DLM
	11: Aspire testing window closes	Aspire

Important Tasks to Remember	
<input type="checkbox"/> Submit Forward Exam DAC Confidentiality Form to OSA <input type="checkbox"/> Enter accessibility features for students in eDIRECT	Forward
<input type="checkbox"/> Update KITE Client on testing devices.	DLM
<input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ .	Reading Readiness
<input type="checkbox"/> Place additional orders for emergency test materials (Emergency Makeup Kits). <input type="checkbox"/> Download 2015 and 2016 WorkKeys certificates and DLM data files from SAFE by March 31.	ACT/WorkKeys
<input type="checkbox"/> Review the Student Transfer Queue and approve transfers from your school. <input type="checkbox"/> Update contacts for Test Coordinator and Technical Coordinator in the Aspire portal . <input type="checkbox"/> Remove users from the Aspire portal who are no longer employed by the district. <input type="checkbox"/> Assign Proctors/room supervisors the "Educator" role in the portal. <input type="checkbox"/> Enter accommodations into Personal Needs Profiles for online testing. <input type="checkbox"/> Create online test sessions. <input type="checkbox"/> Review Aspire testing materials on DPI's ACT Aspire Testing Resources webpage . <input type="checkbox"/> Share the following links with school technology coordinators: <ul style="list-style-type: none"> <input type="checkbox"/> Technology Set-Up <input type="checkbox"/> TestNav System Requirements <input type="checkbox"/> Uninstall and reinstall TestNav and ProctorCache to all testing devices. <input type="checkbox"/> Conduct a training session for staff.	Aspire

New Online Resource Highlights

As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.

Resource	Description	Assessment
Tips for Keyboard Settings	Quick "How to" change keyboard setting to English.	Forward
District Test Coordinator Checklist	A quick checklist for all of the required DLM responsibilities	DLM
Data Management Manual	A guide to the required steps for loading and editing data in KITE Educator Portal	
PearsonAccessnext User Guide for ACT	Includes instructions for ordering emergency makeup materials.	ACT
ACT Score Reporting Schedule	List of ACT reports and delivery dates.	
ACT Data and Results	Webpage including links to sample reports and interpretive guides for the ACT.	
ACT Data Proficiency	Webpage providing information on Wisconsin's ACT performance levels.	
PearsonAccessnext User Guide for WorkKeys	Includes instructions for ordering emergency makeup materials.	WorkKeys
WI Aspire Training Videos	Links to the Aspire Technology Readiness and Test Administration Training Webinars for Wisconsin.	Aspire
Aspire Training Management Site	Library of Aspire training webinars.	
Technology Setup	Installable app versions of TestNav, ProctorCache, and App Check can be found here.	
TestNav System Requirements	List of hardware requirements for TestNav 8.	
Portal User Guide	Guide for usage of the Aspire Portal.	
ACCESS Scores	Interpretive Guide, Parent Letters, etc.	ACCESS